

## STATEMENT OF MILITARY RESERVE OBLIGATIONS/CATEGORY

## INSTRUCTIONS:

**APPLICANTS:** Please provide requested information below. If you have prior active duty military service, attach a copy of the "Member 4" copy of your Form DD-214, Report of Separation from Active Duty, and return the form to your Applicant Coordinator/Recruiter. If you are applying for a Special Agent position, you must also read and sign the statement on the reverse side of this page.

**CURRENT BUREAU EMPLOYEES:** Please provide requested information below. If you are a current Special Agent, you must also read and sign the statement on the reverse side of this page - Professional Staff must provide the information, and sign and date the bottom of this page. All employees returning from active duty recall should ensure this form is updated and attach an updated copy of their DD-214 record to this form. Return completed form to the Human Resources Division, Employee Service Section, Payroll and Personnel Actions Processing Unit (PPAPU), HQ Rm. 10997.  
\*\*\*\*\*

PRINT FULL NAME/BUREAU NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

\*\*(CHECK ONE)

\*\*\*\*\*Applicant for Special Agent

☐ Applicant for Retired Military

☐ Current Special Agent

☐ Current Professional Staff

OFFICE OF ASSIGNMENT (if current employee): \_\_\_\_\_

## CHECK APPROPRIATE BLOCK BELOW FOR UNIFORM STATUS:

- ☐ 0 None
- ☐ 1 Ready Reserve
- ☐ 2 Standby Reserve
- ☐ 3 National Guard
- ☐ 4 Retired Military – Regular\*\* retirement date \_\_\_\_\_
- ☐ 5 Retired Military – Non Regular\*\* retirement date \_\_\_\_\_
- ☐ 6 Retired Military – Regular and Reserve/National Guard
- ☐ 7 Retired Military – Non Regular and Reserve/National Guard
- ☐ 8 Retired Military and D.C. National Guard
- ☐ 9 D.C. National Guard

\*\* A date must be entered in the Date Retired Military Field (NFC) when uniform status is 4 or 5. (An employee wanting to use code TC65 (Regular Military Leave) or TC68 (Emergency Military Leave) on their T&A will need the appropriate "uniform service status" code input into the system on the Personnel Side)

☐ I am not presently a member of the Reserves (in any status) or National Guard.

☐ I am presently serving on Active Duty in the Armed Forces and will have a Reserve obligation upon my release from Active Duty.  
Rank/Pay Grade/ Uniformed Service/Military Department in which presently serving: \_\_\_\_\_  
(Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service)

☐ I am presently serving on Active Duty in the Armed Forces and will **NOT** have a Reserve obligation upon my release from Active Duty.  
Rank/Pay Grade/ Uniformed Service/Military Department in which presently serving: \_\_\_\_\_  
(Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service)

☐ I am presently in the Ready Reserve (includes Selected Reserve) and affiliated with the following Military Reserve or National Guard unit:  
Rank/Pay Grade/Full Unit Designation: \_\_\_\_\_  
(e.g., "U. S. Army Reserve, 443rd Military Police Company;" "Virginia Air National Guard, 192D Mission Support Fleet;" etc.)  
Commanding Officer: \_\_\_\_\_  
Unit Contact Telephone Number: \_\_\_\_\_

☐ I am presently a member of the Individual Ready Reserve (IRR) and am NOT affiliated with a Reserve or National Guard Unit.  
Rank/Pay Grade/Uniformed Service, Military Department: \_\_\_\_\_  
(e.g., Army, Navy, Air Force, Marine Corps, Coast Guard, Inactive National Guard, Public Health Service)

☐ I am presently assigned to the Standby Reserve (includes Active and Inactive Status).  
Rank/Pay Grade/ Uniformed Service, Military Department of your Reserve Unit: \_\_\_\_\_  
(e.g., Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service)

☐ I am presently assigned to the Retired Reserve  
Rank/Pay Grade/Uniformed Service, Military Department of your Reserve Unit: \_\_\_\_\_  
(e.g., Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service)

\_\_\_\_\_  
(SIGNATURE OF PROFESSIONAL STAFF)

\_\_\_\_\_  
(DATE SIGNED)

**FOR USE BY SPECIAL AGENTS AND APPLICANTS FOR SPECIAL AGENT POSITIONS ONLY****Please read and sign/date the appropriate statement below:**

"As a Special Agent of the Federal Bureau of Investigation (FBI), or an applicant for the position of Special Agent with the FBI, I certify by my dated signature below that I have read, understand, and will accept and abide by the following requirements with regard to Military Reserve Obligations as a condition of my employment or selection for employment as a Special Agent:

**CURRENT SPECIAL AGENTS ONLY:**

1. During my employment as a Special Agent, I may not join or otherwise maintain affiliation with a Reserve component in any category that would result in an obligation to accept call or recall to active duty during a period of military mobilization, or any National Guard component.
2. If, as a Special Agent of the FBI, I am a member of the Ready Reserves in any category, or of the National Guard, either voluntarily or through administrative error, I must accept transfer to the Standby Reserve, or separate from the Reserves or National Guard as appropriate, as soon as possible after identification of my affiliation, or, if transfer cannot be immediately effected due to a period of military mobilization, immediately upon resumption of Reserve screening activities by the Military Services.
3. As a Special Agent of the FBI, if I am a member of the Standby Reserve, I am not permitted to volunteer for Active or Inactive Duty Training with a Reserve or National Guard unit without the approval of my Special Agent in Charge or division head under specific FBI policy that permits such participation.
4. I accept these conditions fully and without reservation. I understand that failure to accept these requirements may be grounds for removal from the position of Special Agent of the FBI, and if selected, may be grounds for removal from the Special Agent position if I refuse to abide by them."

\_\_\_\_\_  
SIGNATURE OF SPECIAL AGENT\_\_\_\_\_  
DATE SIGNED**APPLICANTS FOR SPECIAL AGENT POSITIONS ONLY:**

1. Except during periods of military mobilization (see following paragraph), if I am a member of a Ready Reserve or National Guard component upon my entry on duty, as a condition of my employment, I must accept immediate transfer to the Standby Reserve, or must separate from the Reserves or National Guard with no further recall obligation, and remain in such status while employed as a Special Agent of the FBI.
2. If I am appointed to a Special Agent position during a period of military mobilization which precludes my transfer to the Standby Reserve or separation from the Reserves or National Guard as required in paragraph (1) above, I understand that I am committed to accept such transfer or separation as a condition of my employment as a Special Agent immediately upon resumption of Reserve screening activities by the Department of Defense. I further understand that during the period of mobilization, my Reserve category, status and recall obligations remain unchanged, and that I am expected to report for active duty if so ordered in accordance with my Reserve obligations.
3. During a period of mobilization, if I have a Reserve obligation upon entry on duty as a Special Agent but am not affiliated with a Reserve or National Guard unit, I understand that I may not affiliate with such a Unit during my employment as a Special Agent, but that I will remain subject to recall to active duty during a period of military mobilization as appropriate for my Reserve category.
4. As a Special Agent of the FBI, if I am a member of the Standby Reserve, I am not permitted to volunteer for Active or Inactive Duty Training with a Reserve or National Guard unit without approval of my Special Agent in Charge or division head under specific FBI policy that permits such participation.
5. I accept these conditions fully and without reservation. I understand that failure to accept these requirements will disqualify me from consideration for a Special Agent position, and if selected, may be grounds for removal from the Special Agent position if I refuse to abide by them.

\_\_\_\_\_  
SIGNATURE OF SPECIAL AGENT APPLICANT\_\_\_\_\_  
DATE SIGNED

**Privacy Act Statement:** The FBI requires certain information on the Reserve obligations and affiliations of its employees and applicants for employment, to ensure that all Bureau employees are treated consistent with applicable Federal statutes and regulations with regard to Military Reserve membership and activities. Completion of this form is voluntary; however, your failure to supply all of the information requested on this form may impede or preclude agency action regarding treatment in accordance with applicable Federal statutes and regulations. The information you provide will be made a part of your official personnel records, and form the basis for actions appropriate to your Reserve status. This information is maintained in your personnel file in the FBI Central Records System, Justice/FBI-002, a description of which can be found at <http://home.fbinet.fbi/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/Forms/FBI002.aspx>. This information may be disclosed in accordance with the routine uses referenced in this notice.